

WAYS TO SAVE TIME

SESSION IV



Three Important Steps:

- Establish priorities that highlight important goals.
 - Create time by realistic scheduling and eliminating low-priority tasks.
 - Learn to make basic decisions quickly.
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1. Prioritize! Make a daily list of specific tasks to accomplish in order of importance.
2. Keep a wheel book/day-timer/PDA handy for scheduling time and appointments.
3. Schedule time for exercise, friends, and fun on your calendar.
4. Handle each piece of paperwork once. Throw out unnecessary paper. Keep service or personal records accurate.
5. Put forth your best effort the first time you tackle a project to avoid wasting time.
6. Put things away as you use them or they will accumulate and take longer to “field day.”
7. Teach others to respect your schedule rather than assisting them immediately. Learn to say “no” or “I don’t have time” when appropriate.
8. Arrange to do banking and errands by phone/internet to avoid “running” around. Delegate small or less important tasks.
9. When possible, take time to care for yourself by eating and sleeping properly.
10. Learn to do two things at once: read a book while waiting in lines. Straighten your desk while on the phone.
11. Be aware of your schedule and build time into it for interruptions or unforeseen problems.

MORE WAYS TO SAVE TIME WHEN USING A DAILY LIST

- Know your limits and don't over-schedule yourself.
- Prioritize your list by marking an "A" next to tasks that must get done today. Mark the remaining tasks with a "B."
- Number tasks marked with an "A" to indicate priority.
- Prioritize new tasks with decimal numbers.
- Cross off your tasks as you accomplish them.
- Do related activities together when possible (such as make all calls at once).
- Apply "CPR" to each task before starting it. CPR stands for:
 1. "C" = CHANGE. Can the task or deadline be changed to reduce time, effort, and stress?
 2. "P" = PASS. Can the task be delegated? Can you "pass" on doing it now or at all? Can you settle for what you already have?
 3. "R" = REDUCE. Can the task be reduced into smaller parts? Can you get by with just doing part of the task?
- Accept that you can't control all your time (level of control).
- Schedule at least 20 minutes of time for yourself every day and mark "A."



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